

CHAPTER 10

TRAVEL ADMINISTRATION

10000 INTRODUCTION

This chapter identifies areas of responsibility for TAD processing and provides procedures for submission of planned requirements, TAD requests, and liquidation of travel claims.

10100 TRAVEL PLANNING

Commanding Officers/Officers-in-Charge must ensure that quarterly planned TEMADD requirements are submitted to COMOMAG Supply Department prior to each quarter in conjunction with quarterly AFMP inputs required by Chapter 9. Planned requirements should include both mission and training requirements. Figure 10-1 is a sample planned TEMADD input. Ensure that requests for travel not included in planned TEMADD requests are accompanied by complete justification for the unplanned requirement.

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FM  MOMAU TWO LAS VEGAS NV//N1//  
  
TO  COMOMAG CORPUS CHRISTI TX//N4//  
  
UNCLAS  //N04650//  
  
MSGID/GENADMIN/MOMAU TWO//  
  
SUBJ/QUARTERLY PLANNED TEMADD FOR 2ND QUARTER FY02//  
  
REF/A/DOC/COMOMAG/4000.1//  
  
AMPN/REF A PROVIDES POLICY ON SUBMITTING TEMADD REQUEST//  
  
POC/CONTACT NAME/MIL RANK/PHONE NUMBER DSN/-/POC LOCATION/ALT  
NUMBER//  
  
RMKS/1. PER REF A, FOL TEMADD REQUIREMENTS ARE ANTICIPATED FOR  
2ND QUARTER FY02:  
  
PURPOSE                LOCATION                NO. PERS    NO. DAYS    REMARKS  
  
(COURSE TITLE/        (CITY, STATE)  
EXERCISE NAME)                                     //
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Figure 10-1. Quarterly Planned TEMADD Message

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10200 TAD REQUESTS

1. Submit TAD requests for COMOMAG funded travel to the COMOMAG Travel Clerk at least fifteen working days prior to the TAD departure date. Unit/Detachment requests should be submitted via message using the format of Figure 10-2. Upon approval of TAD requests, COMOMAG will forward the tango number and accounting information to the requesting unit/detachment via fax. For requests that do not meet the prescribed time requirements, contact COMOMAG Supply Department Head of the Chief Staff Officer.

10300 TRAVEL ORDERS

1. After accounting data is obtained, the TAD Clerk will prepare TAD Travel Orders, NAVPERS 1320/16, and ensure submission to Personnel Support Activity Detachment (PSD) at least five days prior to the TAD departure date. The following statements must appear on cost TEMADD orders:

a. "Non-Frequent Traveler" for all E-6 and below travelers who do not possess a government travel card and for any E-7 and above personnel traveling for the first time in the current fiscal year who do not possess a government travel card. If this is not typed at the top of block 3 of the orders, it will be assumed by PSD that the individual is a "frequent traveler."

b. "Submit completed travel claim to your Travel Clerk within five working days after completion of this travel."

2. The TAD Clerk will ensure that the TEMADD travel orders and airline ticket are ready no later than the workday preceding the TAD departure date. The traveler will be notified when the orders and ticket are available for pick-up. The traveler's signature will be obtained in the ticket log when the travel order and ticket are distributed to the traveler.

10400 TRAVEL CLAIMS

1. The traveler shall prepare and submit a travel claim to the Travel Clerk within five working days after completion of travel. The travel claim package must contain the following documents:

a. The original six part travel voucher, DD Form 1351-2.

b. Original TEMADD travel orders and two copies.

c. Unused airline tickets.

d. Original and two copies of any receipts for any expense over \$25, i.e., lodging, rental car, or conference fee.

2. When government facilities (berthing and/or messing) are not available, the traveler must obtain the appropriate endorsement on the orders from the TAD site stating that government facilities were not available. Government messing is not required for officers.

10500 LIQUIDATION

1. The TAD Clerk will ensure the travel claim is submitted to local PSD for liquidation within ten days (five days for member to complete the travel claim, and five days for the Travel Clerk to forward the claim to PSD).

2. Immediately upon receipt of the liquidation, fax the liquidation total to COMOMAG Supply Department so cost adjustments can be made in FASTDATA.

3. Upon receipt of the liquidated travel claim, mail a LEGIBLE copy of the entire travel claim to COMOMAG Code N4, ensuring that a Disbursing Officer Voucher (DOV) or Collection Officer Voucher (COV) number is on the travel claim.

4. Take appropriate action to liquidate any overdue travel claims. The TAD Clerk should document in writing all follow-up action taken on liquidation status.

5. If an advance approved by COMOMAG was issued, ensure PSD paid the advance correctly. If not, ensure members pay the amount owed.

FM MOMAU TWO LAS VEGAS NV//N1//
TO COMOMAG CORPUS CHRISTI TX//N4//
UNCLAS //N04650//
MSGID/GENADMIN/MOMAU TWO//
SUBJ/TEMADD REQUEST//
REF/A/DOC/COMOMAG/4000.1//
AMPN/REF A IS COMOMAG INSTRUCTION FOR TEMADD REQUEST//
POC/CONTACT NAME/MIL RANK/PHONE NUMBER DSN/-/POC LOCATION/ALT
NUMBER//
RMKS/1. PER REF A, THE FOLLOWING INFO IS PROVIDED:
A. (TAD POINT)
B. (PURPOSE OF TAD)
C. (PERIOD OF TAD/INCLUDING TRAVEL TIME)
D. (METHOD OF TRAVEL) - COMAIR/GOVT/POV
E. (RENTAL CAR REQ) YES/NO (JUSTIFICATION IAW REFERENCE (F))
F. (EXCESS BAGGAGE REQ - YES(LBS)/NO
G. (GOVT FACILITIES AVAILABLE) YES/NO (IF NO, JUSTIFY WITH NON-
AVAILABILITY NUMBER, IF APPLICABLE)
H. NAME(S) LAST, FIRST, MI/RANK/RATE/SSN
2. OTHER PERTINENT INFORMATION THAT WILL HELP FACILITATE THIS
REQUEST. (If TEMADD is for training provide PRD)
3. JUSTIFICATION FOR UNPLANNED REQUIREMENT (IF APPLICABLE).//

Figure 10-2. TEMADD Request Message

1. In addition to complying with the procedures outlined above, Command Travel Clerks will perform the following:

a. Develop a checklist for personnel security clearances, NATO orders, passports and/or any other documentation that is needed for travel per reference (z).

b. Maintain a suspense file with copies of all documents that go to PSD for processing. Copies are to be maintained until the travel claim has been liquidated.

c. Maintain a travel record containing the following data: Name of traveler, tango number, dates of travel, TAD point, date the travel claim is filed, date the travel claim is liquidated, and date that copies of orders and travel claim are sent to PSD or COMOMAG Supply Department.

d. Ensure reservations for INCONUS commercial or NALO flights are arranged via SATO. For requests that do not meet the prescribed time requirements, arrange flight reservations through SATO by telephone and document the name of reservationists along with flight information.

e. Ensure reservations for rental cars are made through SATO for CONUS. SATO or unit/detachment TAD Clerk will make OUTCONUS rental car reservations.

f. Forward TEMADD orders to PSD Transportation Branch for tickets and check.

g. For OUTCONUS travel, initiate a country clearance message.

h. At the end of each fiscal year, account for all tango numbers issued during the year. Submit an End of Fiscal Year Tango Number Accounting Report, Figure 10-3, to COMOMAG Supply Department by 15 October for the previous fiscal year.

FM MOMAU TWO LAS VEGAS NV//N1//
TO COMOMAG CORPUS CHRISTI TX//N4//
UNCLAS //N04650//
MSGID/GENADMIN/MOMAU TWO//
SUBJ/END OF FISCAL YEAR TANGO NUMBER ACCOUNTING REPORT//
REF/A/DOC/COMOMAG//
AMPN/REF A PROVIDES GUIDANCE ON TANGO REPORTING//
POC/CONTACT NAME/MIL RANK/PHONE NUMBER DSN/-/POC LOCATION/ALT
NUMBER//
RMKS/1. PER REF A, FOL TANGO NUMBERS WERE ASSIGNED TO THIS
COMMAND AND LIQUIDATION WITH COMPLETE COPIES FORWARDED TO
COMOMAG:

TANGO NO.	RANK/NAME	DATE LIQUIDATED	DATE FWD
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2. THE FOL TANGO NUMBERS HAVE NOT BEEN LIQUIDATED AND THEIR
RESPECTIVE STATUS IS AS FOLLOWS:

TANGO NO.	RANK/NAME	STATUS/JUSTIFICATION
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3. (AS NEEDED) THE TANGO NUMBERS LISTED IN PARA 2 WILL BE
REPORTED AS THEY ARE LIQUIDATED AND COMPLETE COPIES MAILED TO
COMOMAG CODE N4.//

Figure 10-3. End of Fiscal Year Tango Number Accounting Report

1. COMOMAG will provide emergency tango numbers to all unit/detachment via message at the beginning of each fiscal year. References (h) and (ab) provide detailed guidance regarding travel in emergency situations. Emergency tango numbers may be utilized for valid emergencies as described in paragraphs 10201 and 10202 below.

2. When an emergency situation occurs and an emergency tango number is utilized, MOMAG sites will take the following action:

a. Provide pertinent data regarding use of tango numbers to COMOMAG Supply Department via message using the format in Figure 10-4. When funded emergency leave is authorized, include in paragraph two of the message the relationship of the person(s) to the military member and/or dependent(s) that prompted the family emergency. Include any other data that is pertinent, e.g., Red Cross verification received, etc. Include in the message report the TR(s) or MTA number(s) and the cost, and indicate if the cost is for one-way or round trip. Also include the number of personnel included on the TR/MTA.

b. Add dependents traveling with the sponsor on emergency leave on member's orders. If dependent is traveling alone, refer to reference (h) for government transportation. Orders should be completed in accordance with the local PSD's directives.

c. Complete orders for dependents traveling for medical reasons in accordance with area Navy Hospital and the local PSD's directives.

d. Emergency tango job order numbers and sequence numbers will now be part of FASTDATA. Issue all emergency travel orders via FASTDATA.

e. Instruct all military personnel and dependents on emergency leave or travel in CONUS and returning to the overseas duty station to contact the following appropriate NAVPTO as early as possible to arrange return transportation or to obtain assistance:

(1) Transpacific destinations:

NAVPTO San Francisco CA
DSN 869-5264
Commercial (415) 765-5264

10-7

(2) All other destinations:

NAVPTO Washington DC

COMOMAGINST 4000.1P

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DSN 224-1749

Commercial (703) 614-1749

3. The provisions of paragraph 10103 of this instruction apply to the liquidation of travel claims on TEMADD travel orders that utilize emergency tango numbers.

TAD clerks must ensure all tango numbers assigned are tracked through reconciliation and that duplication of tango numbers is avoided. Duplication results in loss of accountability and requires significant effort on behalf of the COMOMAG Budget Analyst to correct.

FM MOMAU TWO LAS VEGAS NV//N1//
TO COMOMAG CORPUS CHRISTI TX//N4//
UNCLAS //N04650//
MSGID/GENADMIN/MOMAU TWO//
SUBJ/EMERGENCY TANGO REPORTING//
REF/A/DOC/COMOMAG/4000.1//
AMPN/REF A PROVIDES GUIDANCE ON TANGO REPORTING//
POC/CONTACT NAME/MIL RANK/PHONE NUMBER DSN/-/POC LOCATION/ALT
NUMBER//
RMKS/1. PER REF A, THE FOLLOWING INFO IS PROVIDED:
A. (TANGO NO.) - SDN 5553599TOEXXXX
B. (DESTINATION)
C. (DATE DEPARTED) - 16AUG02
D. (APPROXIMATE NO. OF DAYS LEAVE OR TAD) - 15 DAYS
E. (METHOD OF TRAVEL) - MAC/COMAIR
F. (COST) - MTA NO. \$1,000/ROUND TRIP OR TR NO. \$1,000 ONE
WAY/ROUND TRIP OR NO COST
G. NAME(S)/RANK/RATE/SSN - HINTON, DENISE, YN2, USN,
XXX-XX-XXXX
2. OTHER PERTINENT INFORMATION, I.E., RELATIONSHIP OF THE
PERSON(S) THAT PROMPTED THE FAMILY EMERGENCY, RED CROSS
VERIFICATION RECEIVED, NUMBER OF DEPENDENTS TRAVELING, PER
DIEM INVOLVING OR MEDICAL REASONS.//

Figure 10-4. Emergency Tango Reporting Message

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Emergency leave is authorized in the circumstances set forth below and normally will be granted, provided the military situation permits as determined by the fleet, force or area commander concerned, when the existence of emergency has been determined.

1. When the return of the service member will contribute to the welfare of a dying member of the service member's or spouse's immediate family, e.g., father, mother, person standing in loco parentis, spouse, children, brother, sister, or only living relative.

"Non Loco Parentis" is defined as a person who stood in place of a parent to the service member 24-hours a day for a period of at least five years before the servicemember became 21 years of age or entered military service.

2. Upon the death of a member of the service member's or spouse's immediate family.

3. When an accident or serious illness of a member of a service member's or spouse's immediate family results in a serious family problem and imposes important responsibilities on the member which must be met immediately and which cannot be accomplished from the member's duty station or by any other individual or means.

4. When failure of the servicemember to return home would create a severe and unusual hardship on either the member or the member's family.

10801 EMERGENCY LEAVE ENTITLEMENTS

1. Eligible members on emergency leave and eligible dependents with personal emergencies are entitled to transportation between authorized locations. They are entitled to commercial transportation if space-required government transportation isn't reasonably available.

a. Reimbursement for transportation costs shall not exceed the cost of government-procured commercial air transportation between authorized locations.

b. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave.

c. Travel across CONUS is at government expense if a member or dependent must transit CONUS to reach the OUTCONUS emergency leave point.

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2. Eligible members are those who are:

- a. On permanent duty OUTCONUS.
 - b. Assigned to an OUTCONUS ship or unit operation.
 - c. With OUTCONUS domiciles on permanent duty in CONUS.
3. Eligible dependents are those who:
- a. Are command-sponsored and reside OUTCONUS with the member.
 - b. Reside at an OCONUS location and for whom the member receives a station allowance.
 - c. Reside in CONUS and the member is on permanent duty OUTCONUS or has an OUTCONUS domicile and is on permanent duty in CONUS.
4. Domicile, as used in this paragraph, is defined as a member's home of record or place:
- a. From which first called (or ordered) to active duty.
 - b. Of first enlistment.
 - c. Of permanent legal residence.
5. A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile isn't relevant.

10802 EMERGENCY MEDICAL

An active duty member patient, ordered to travel for emergency medical care, is entitled to the travel allowances prescribed in reference (h). Emergency tango numbers should only be used for bona fide emergency medical situations in which time does not allow TEMADD request processing through normal channels.

10803 NON-EMERGENCY MEDICAL TRAVEL

1. An active duty member patient ordered to travel for necessary medical care is entitled to the travel allowances outlined in reference (h). Advances may be made against such allowances to the attendants or escorts. Advances must be in accordance with service instructions.

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2. A military member, U.S. Government civilian employee, or other person may be appointed as an attendant by the medical authority or as an escort by the Commanding Officer/Officer-in-Charge or order issuing official to accompany an active duty patient physically incapable of

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traveling alone. Individuals designated as attendants or escorts are entitled to travel and transportation allowances.

3. A patient who is a covered beneficiary referred by medical authorities may be authorized or approved transportation to the appropriate Specialized Treatment Services (STS) facility. When practical, government transportation will be used for the patient. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the carrier terminal, the medical facility, and the patient's place of lodging when the patient is receiving outpatient care at an STS facility outside the area of the patient's home. Reimbursement for actual expenses incurred for the cost of transportation between the STS facility and the patient's place of lodging is authorized for the number of trips the patient is required to make between those two places on any day. The mode of transportation used should be the least costly mode available that will adequately meet the needs of the patient. Reimbursement for the actual cost of the patient's lodging (including taxes, tips, and service charges) and meals (including taxes and tips) is authorized, not to exceed the per diem rate prescribed for the area concerned.